



STATE OF LOUISIANA

**Division of Administration
Office of Technology Services**

AMENDMENT 4

For:

**Create and Implement Unique Statewide Student
Identifier System**

RFP #: 815200-20141001001

Amendment Date: October 21, 2014

1.1 PURPOSE

Amendment #4 provides a response to written inquiries received as a result of the initial posting and subsequent changes to the RFP in accordance with the schedule established in the RFP. It also modifies existing language in the RFP

THIS AMENDMENT IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS.

1.2 AMENDED LANGUAGE

Current language:

6.1 Corporate Background and Experience

The Proposer shall give a brief description of their company, including a brief history, corporate structure and organization, number of years in business, and copies of their latest audited financial statement as well as the most recent unaudited quarterly financial statement.

Revised language

6.1 Corporate Background and Experience

The Proposer shall give a brief description of their company, including a brief history, corporate structure and organization, number of years in business, and copies of their latest audited financial statement as well as the most recent unaudited quarterly **or semi-annual** financial statement.

1.3 INQUIRIES / RESPONSES

128. Does Louisiana have an online learning platform?

Louisiana does not have an online learning platform.

129. Will Louisiana have any training resources to allocate to this project?

Yes, Louisiana will provide logistical support to the regional trainings, including A/V equipment, refreshments, and facilities.

130. The RFP references regional training sessions. Will the State arrange for facilities?

Yes, the State will arrange for facilities.

131. Can the cost proposal be submitted in a separate sealed envelope within the same box as the technical proposal rather than being shipped in a separate box? (p 22)

Yes.

132. Can the electronic version of the redacted copy be submitted as a PDF? (p 23)

Yes.

133. Can you provide us with a Word version of Attachment I and an Excel version of Attachment V? (Section 2.2, p. 12 suggests that both formats are available.)

Yes, this was posted in Amendment I to the RFP:

<https://wwwprd1.doa.louisiana.gov/OSP/LaPAC/agency/pdf/5850401.pdf>.

134. Does submitting a completed Attachment I meet the requirements of submitting the scope of services (p58) or are you looking for a description beyond Attachment I?

No, the State expects the Proposer to provide narrative responses to the questions listed in Technical Architecture: Description Requirements, in addition to completing Attachment I.

135. How would you like proposers to respond to the Project Requirements section of Attachment I (p 55)? Should proposers simply affirm that they will comply?

The State expects the Proposer to affirm they can meet that requirement and provide comments that further explain how the Proposer will meet that requirement.

136. Our company is privately held and does not prepare quarterly financial statements. May we submit semi-annual unaudited statements instead?

Yes.

137. Section 6.2.2 lists examples of key personnel. Due to the needs of the project and the expertise of our personnel, it is possible that different staff will be used in the same role for each phase of the project. For example, the Business Analyst assigned during the unique identifier installation phase may be different than the Business Analyst supplied for the professional services/staff augmentation phase. Given that different staff may be used for each project phase, does the State want to see the resumes for the key personnel that will be used in each phase? Alternatively, should we submit resumes that are representative of the typical qualifications and experience of our staff?

The State expects to receive resumes for all key personnel who may be assigned to the project regardless of the phase.

138. Section 6.2.5 states that letters of commitment are required for all key personnel. If the key personnel are employees of the proposer (i.e. the prime) or employees of the subcontractor, are letters of commitment required? Can you provide sample language for the letter of commitment?

Yes, letters of commitment are required of all key personnel, regardless of whether they are employees of the prime or subcontractor. Rather than utilizing a State-provided template, the State requests that each of the key personnel indicate his/her commitment to the proposed project in a signed statement.

139. In Attachment I, items 1.3.2 Training Program and 1.3.2 Training Deliverable are defined. Should the proposer provide an affirmation that it will comply with these requirements. Is the State expecting to receive samples of the materials described as part of a proposal?

The Proposer should affirm that it can meet the requirements in 1.3.1 and 1.3.2. While not required, the State prefers to receive samples of materials.

140. In Schedule 2 of Attachment V “Cost Proposal Requirements”, item 20 refers to “Base ‘Off the Shelf’” unique identifier system. Is the state interested in a proposal that leverages a proven solutions used by other states to address substantially similar requirements?

The State does not have a preference.

141. We intend to use pre-existing materials, as defined in item E, Section 2.2 of Attachment IV: Sample Contract, in order to meet the State’s timeline and to provide a proven, scalable solution to reduce project risk. What steps would we need to take to “notify the State” of our intent?

The Proposer should present in its proposal its intent to use pre-existing materials.

142. Does the requirement to submit a Certificate of Authority apply to the firm awarded a contract only (see Section 6.1, p 28)? If it applies to proposers, can we postpone submitting the Certificate of Authority until we are awarded the contract? Other states have agreed to this. We want to ensure that Louisiana would be amenable to the same approach.

No, the Proposer must have obtained a Certificate of Authority from the Secretary State of Louisiana by the date of submission.

143. Will you consider a proposal where at least 92% of all requirements are delivered by May 1, 2015 and the remaining 8% are delivered by October 2015 (assuming the 92% would provide the functionality required to meet the requirements of Act 837)?

Act 837 requires all of the functional requirements of the unique statewide student identifier system to be completed by May 1, and all students enrolled in Louisiana public schools to be assigned unique student identifiers by June 1. It is possible that some modifications to LDE’s data systems can occur later; however, that work will be authorized through work orders with timelines negotiated separately.

144. Are each of the requirements listed in Attachment I weighted equally when it comes to scoring (see Technical Evaluation Approach Section 5.6 of RFP)? If not, can the State tell us what weight is assigned to each of the requirements?

Yes, each of the requirements in Attachment I is weighted equally.

145. Will a proposal be considered non-responsive if the proposal doesn't include all the functionality listed as "required" in Section 1.1.1 of Attachment I?

Yes.

146. Will a proposal be considered non-responsive if some of the functionality listed in Section 1.1.1 of Attachment I is on a product roadmap for delivery after May 1, 2015?

It would depend on what the functionality is. Act 837 requires all of the functional requirements of the unique statewide student identifier system to be completed by May 1, and all students enrolled in Louisiana public schools to be assigned unique student identifiers by June 1. It is possible that some modifications to LDE's data systems can occur later; however, that work will be authorized through work orders with timelines negotiated separately.

147. Is requirement 1.1.1.7 (Attachment I) asking the respondent to create alternate IDs or is it asking that the respondent provide for the unique identifier system to accept and track submitted alternate IDs in student records?

The requirement is to create alternate IDs.

148. Can you provide us more background on the workflow of the temporary IDs mentioned in requirement 1.1.1.8 (Attachment I)?

The decision to create a temporary ID is the user's decision. The API should include functionality that would allow the user to indicate they want a temporary ID and provide reports that indicate which students have temporary IDs and for what length of time.

149. What data elements does the state currently collect for the purpose of person matching, such as matching for the GUID as described on page 6 of the RFP? Which of those data elements will not be available for use in the new UID system?

The State currently uses social security number, first name, last name, middle name, date of birth, and ethnicity for the purposes of person matching. The State expects that all of these data elements will be available for all students with the exception of social security numbers. The State will work with the Contractor to determine what data elements will be available for person matching.

150. Is there a list of links to the standards mentioned in section 3.8 "State Standards and Guidelines" on page 73?

Sections 6.0-14.0 in the RFP describe the requirements related to systems development, installation, software distribution, security, networking, and usage of State resources

151. The RFP states that modifications to LDE's data systems, including the data warehouse, will be done through staff augmentation, and that these modifications must be completed by June 30, 2015. Does the state have a plan to complete these modification by this date, or will this be the responsibility of the contractor's staff augmentation resources?

The legacy systems will be converted through the use of internal resources, staff augmentation, or a combination of both.

152. Does the state plan to have all of the modifications to LDE's data systems completed by June 30, 2015, or may some of the modifications be completed after June 30, 2015?

It is possible that some modifications to LDE's data systems can occur later; however, that work will be authorized through work orders with timelines negotiated separately.

153. Does the state have a high-level estimate of the number of staff augmentation full-time equivalent (FTE) resources that will be needed for the modifications to LDE's data systems?

Yes, the State does have estimates for the number and type of staff augmentation FTE resources will be needed for the modifications to LDE's data systems but will not share this information as it will be used to calculate the Professional Services Pricing.